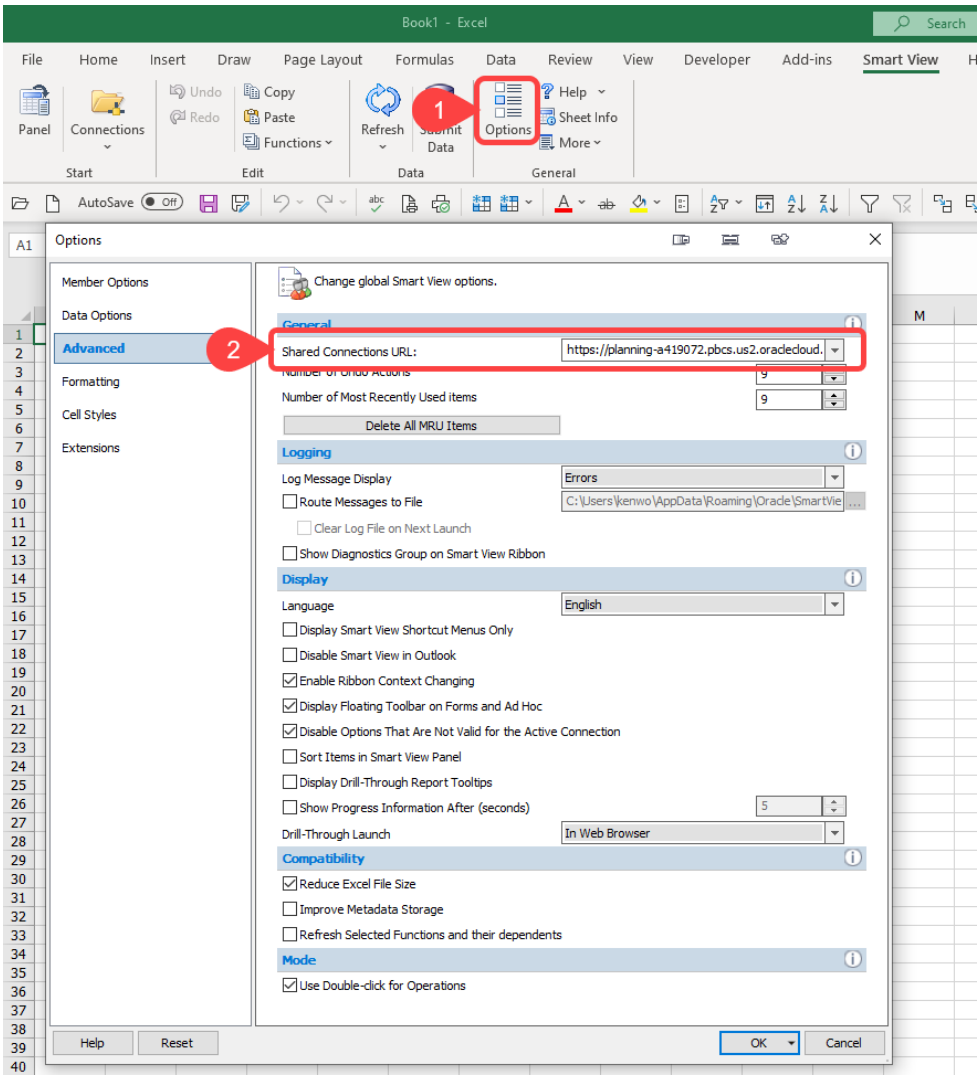
Procedure Number: SV1
Procedure Type: Process
Responsible Official Title: Budget Director
Responsible Office: Budget Office
Effective Date: December 6, 2019
Updated: January 25, 2021

Below are the procedures to input into Smart View the Fixed Cost, Revenue Adjustments, and Budget Reallocations for the upcoming fiscal year. Once Budget Requests and any moves to Central have been approved, they will be uploaded into the system by the Budget Office. These steps apply to authorized users that have Smart View access.

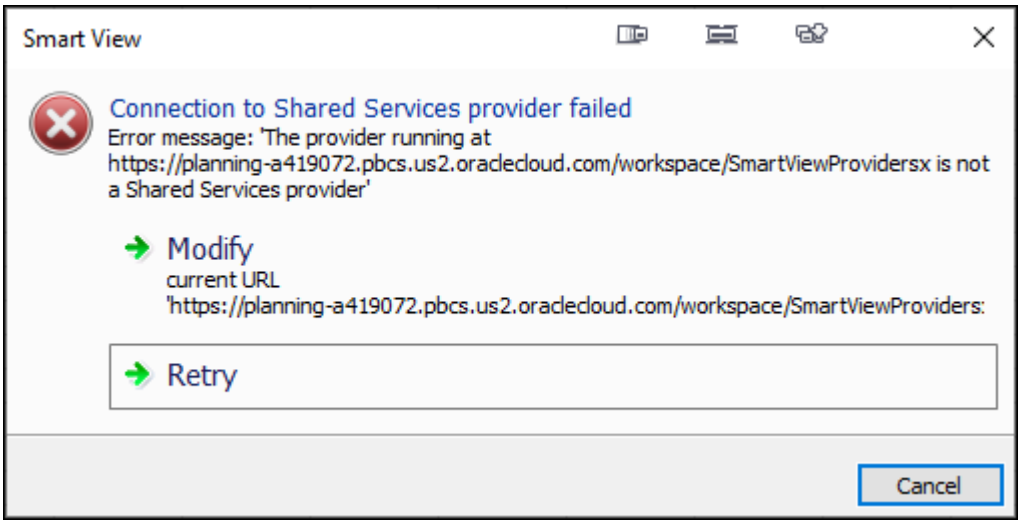
If you need to update or install Smart View visit the "Smart View for Office (Oracle PBCS)" section of the budget website at: https://inside.nku.edu/budgetoffice/forms-instructions.html then select/open the link labeled "NKU Smart View Software Installation Work Aid" and follow the instructions.

Once the software is installed verify that the URL in "Shared Connection URL" reflects:

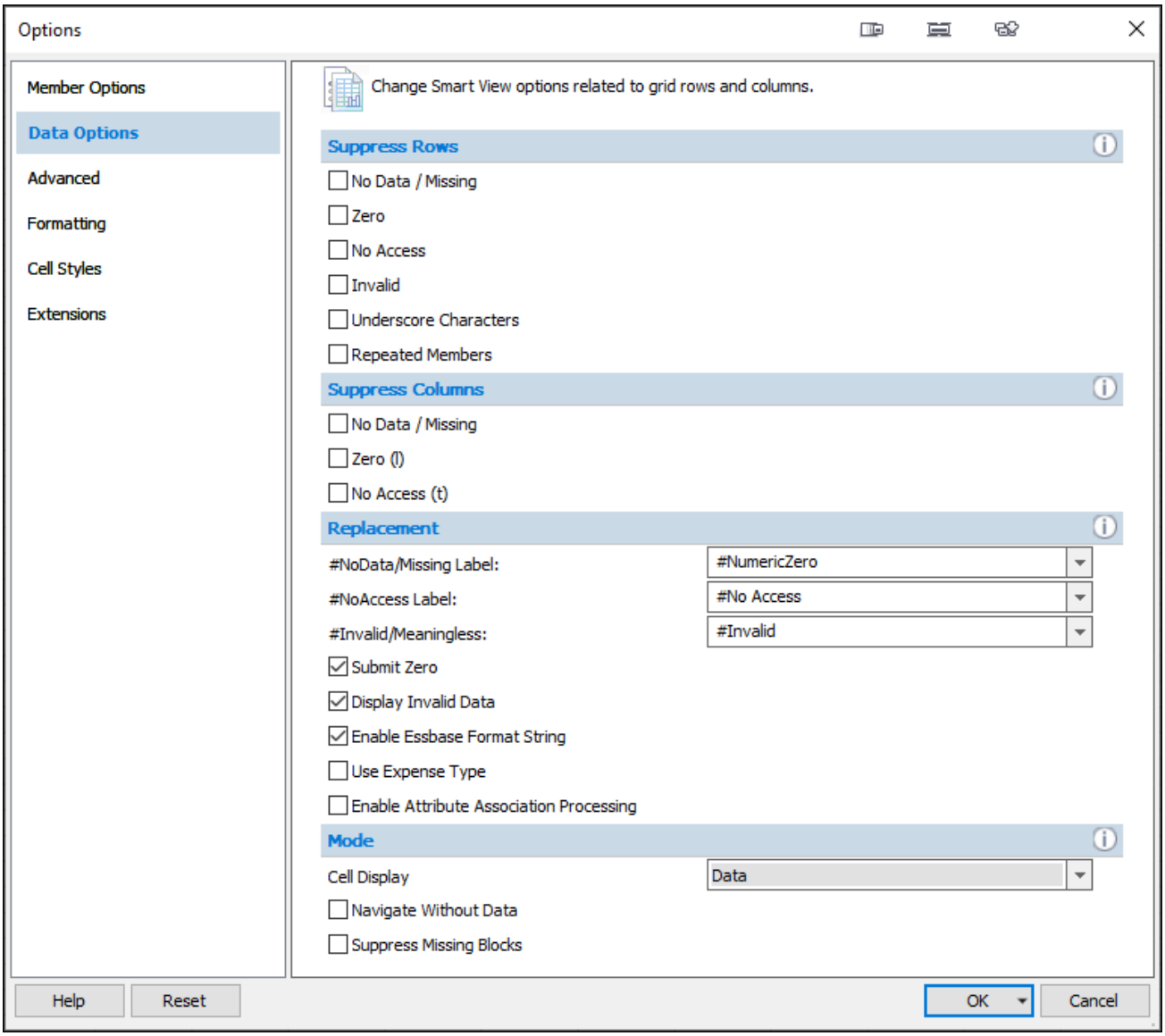
https://planning-a419072.pbcs.us2.oraclecloud.com/workspace/SmartViewProviders

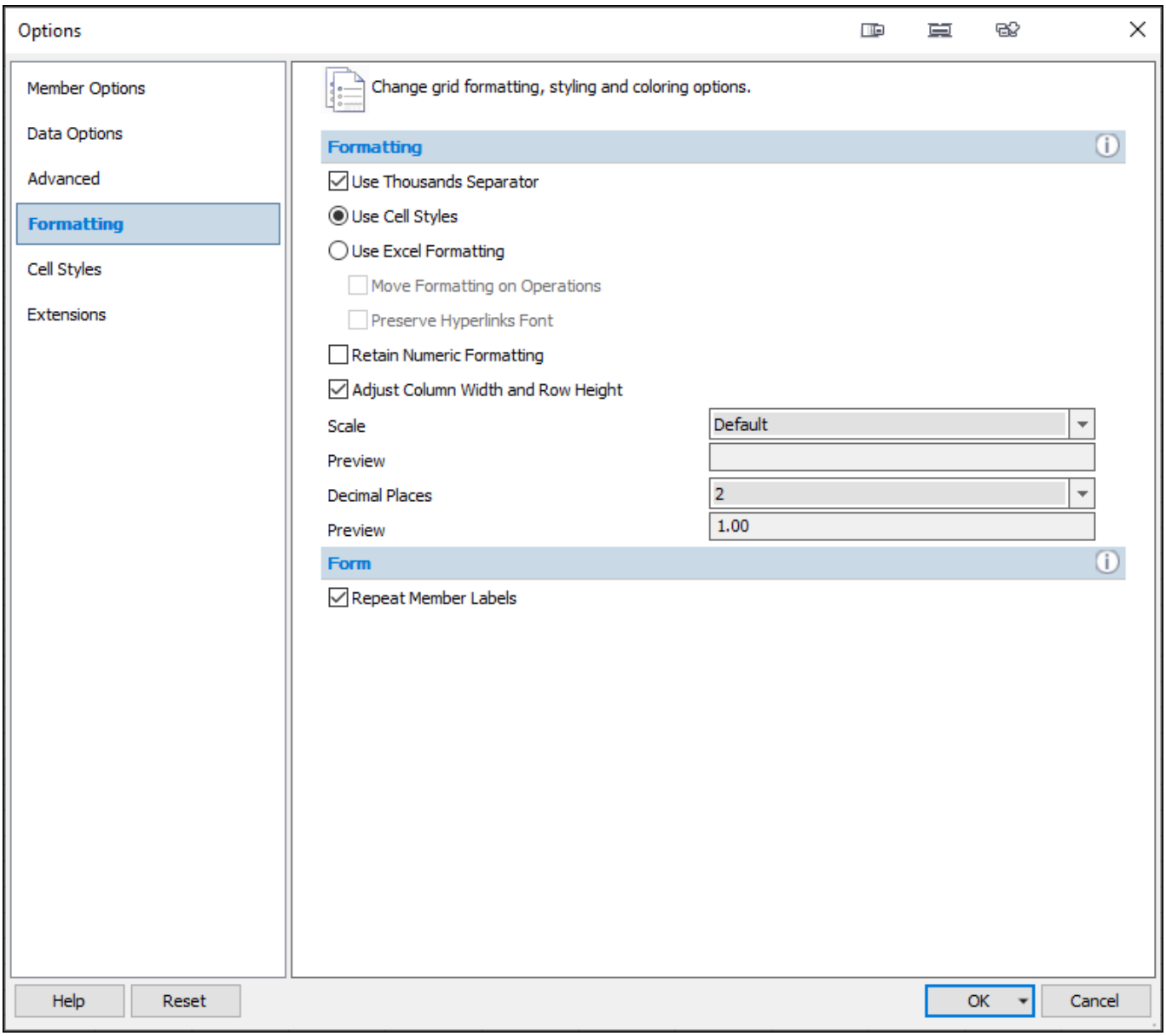


Otherwise, you may get a message like this when you try to connect:

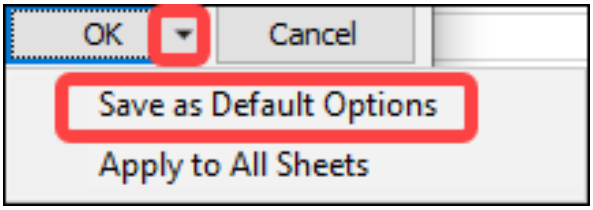


Additional suggested configuration settings:



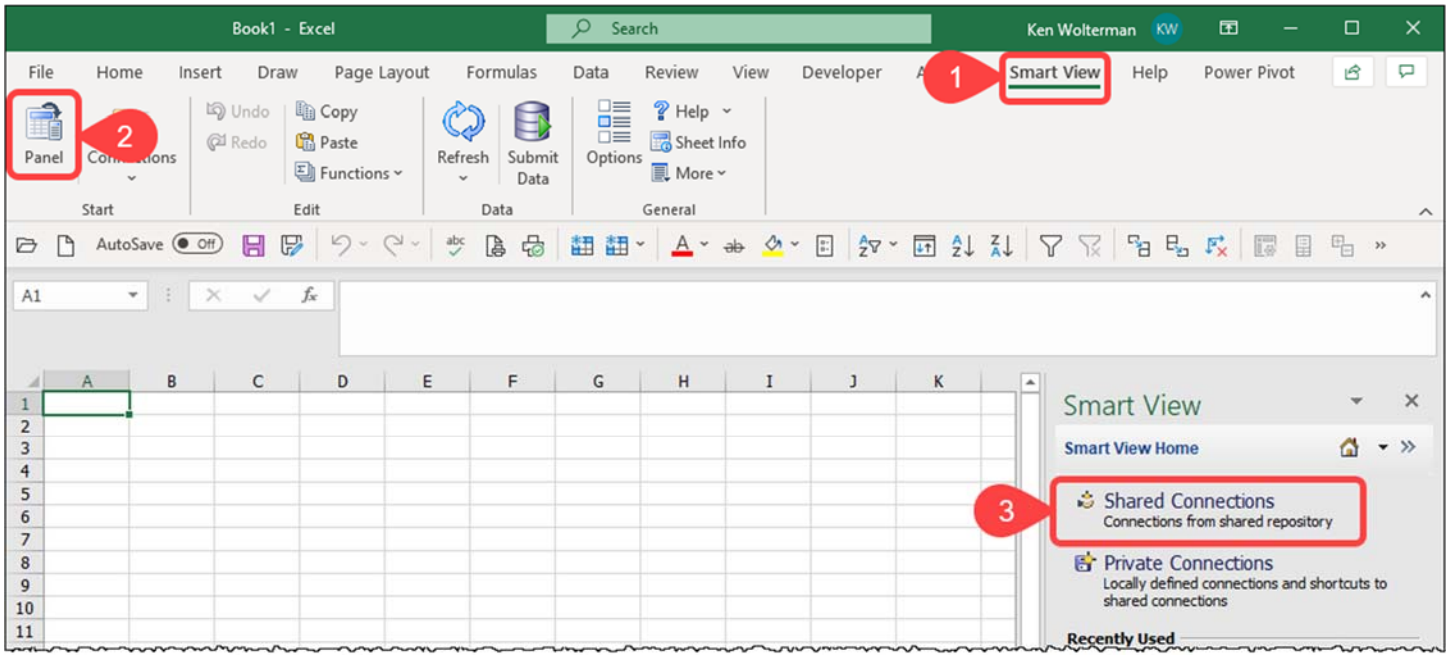


To save any changes make be sure to use the drop-down (▾) option next to the "OK" button:

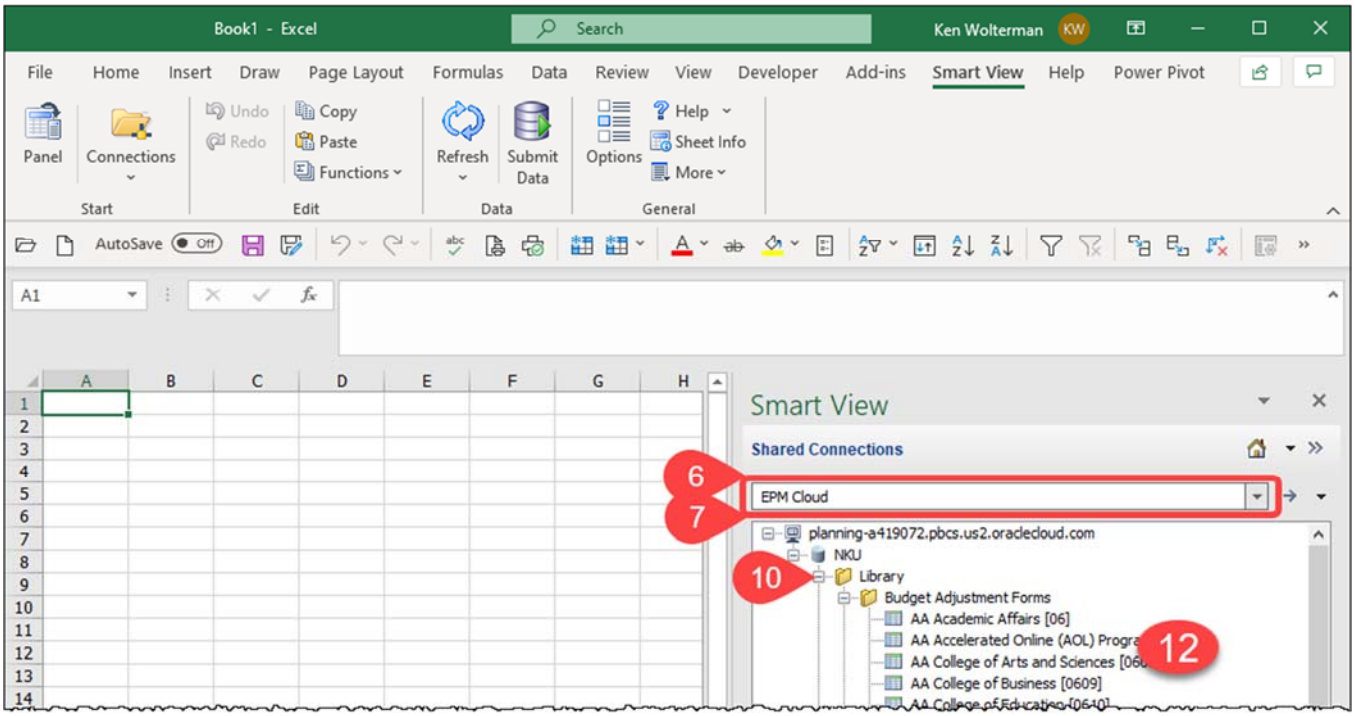


Procedures to Access Smart View and the Budget Adjustment Form

1. Open Excel, click on the “Smart View” tab.
2. <Click> “Panel” in the far left-hand corner.
3. <Click> “Shared Connections” in the far right-hand corner.
4. Select the Company Sign in option (if requested).
5. Input your NKU username and password and <click> the “Sign In” button.



6. Select the drop down next to the “Select Server to Proceed” field (reference screen shot below).
7. <Click> “EPM Cloud” (reference screen shot below).
8. <Click> on the + next to “planning-a-419072.pbcs.us2.oraclecloud.com”.
9. <Click> on the + next to “NKU” (reference screen shot below).
10. <Click> on the + next to “Library” (reference screen shot below).
11. <Click> on the + next to “Budget Adjustment Forms” (reference screen shot below).
12. <Double-Click> the form you want to work on, most users will see only 1 form.



Use this form for Revenue Adjustments, Fixed Cost Adjustments, and Budget Reallocations

13. *Revenue adjustments* and the corresponding expense must net to zero **- use the Revenue Adjustments column**

Increase revenue by -$1,500 and then increase the expense line by $1,500 where that revenue will be spent.

Revenue Adjustment Example (Increase)

	Final Revised Budget FY20 Jul	Revenue Adjustments Budget FY21 Jul	Proposed Budget Budget FY21 Jul
Fee 4XXXXX	-5,000	-1,500	-6,500
Fee 4XXXXX	-3,000		-3,000
Expense 5XXXXX	8,000	1,500	9,500
Total	0	0	0

Decrease revenue by $1,500 and then decrease the expense line by -$1,500 showing that expenditure is being reduced.

Revenue Adjustment Example (Decrease)

	Final Revised Budget FY20 Jul	Revenue Adjustments Budget FY21 Jul	Proposed Budget Budget FY21 Jul
Fee 4XXXXX	-5,000	1,500	-3,500
Fee 4XXXXX	-3,000		-3,000
Expense 5XXXXX	8,000	-1,500	6,500
Total	0	0	0

14. *Fixed cost adjustments* **- use the Fixed Cost Adjustment column**, to input the increase or decrease.

Increase fixed cost by $1,500.

Fixed Cost Adjustment Example (Increase)

	Final Revised Budget FY20 Jul	Fixed Cost Adjustment Budget FY21 Jul	Proposed Budget Budget FY21 Jul
Expense 5XXXXX	8,000	1,500	9,500
Total	8,000	1,500	9,500

Decrease fixed cost by $1,500.

Fixed Cost Adjustment Example (Decrease)

	Final Revised Budget FY20 Jul	Fixed Cost Adjustment Budget FY21 Jul	Proposed Budget Budget FY21 Jul
Expense 5XXXXX	8,000	-1,500	6,500
Total	8,000	-1,500	6,500

15. To *move expense budgets* from where they were budgeted in the current FY to where they will be expended in the next FY to best support student success **- use the Budget Reallocation column.** For clarification, do not take budget *out of* Student Hourly IWS, Student Stipend, Social Security, Social Security Medicare and Fringe Benefit Reserved; the Budget Office will verify that has not occurred. If it has been decided that your budget plan does not include contracting someone over the next fiscal year you can move funds from Contract Service lines *into* the lines where expenditures will occur including Student Hourly and Student Stipend.

Budget Reallocation Example (Decrease/Increase - whole)

Decrease budget where expenditure has been by -$8,000, increase the line where the expenditure will be spent by $8,000.

	Final Revised	Budget Reallocation	Proposed Budget
	Budget	Budget	Budget
	FY20	FY21	FY21
	Jul	Jul	Jul
Expense 5XXXXX	8,000	-8,000	0
Expense 5XXXXX	10,000	8,000	18,000
Total	18,000	0	18,000

Budget Reallocation Example (Decrease/Increase - partial)

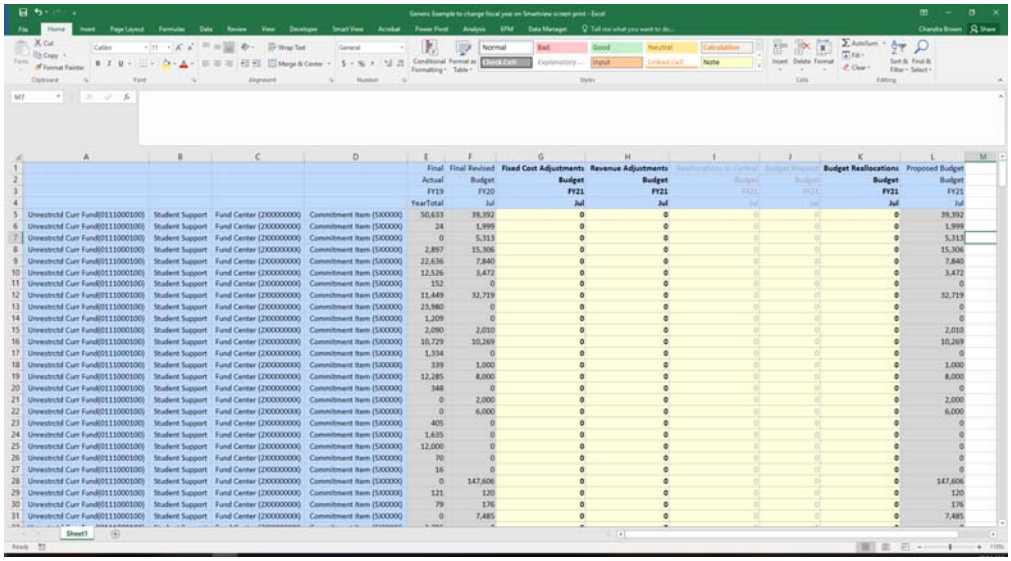
Decrease a portion of the budget where expenditure has been by -$5,000, increase the line where the expenditure will be spent by $5,000.

	Final Revised	Budget Reallocation	Proposed Budget
	Budget	Budget	Budget
	FY20	FY21	FY21
	Jul	Jul	Jul
Expense 5XXXXX	8,000	-5,000	3,000
Expense 5XXXXX	10,000	5,000	15,000
Total	18,000	0	18,000

Input Instructions

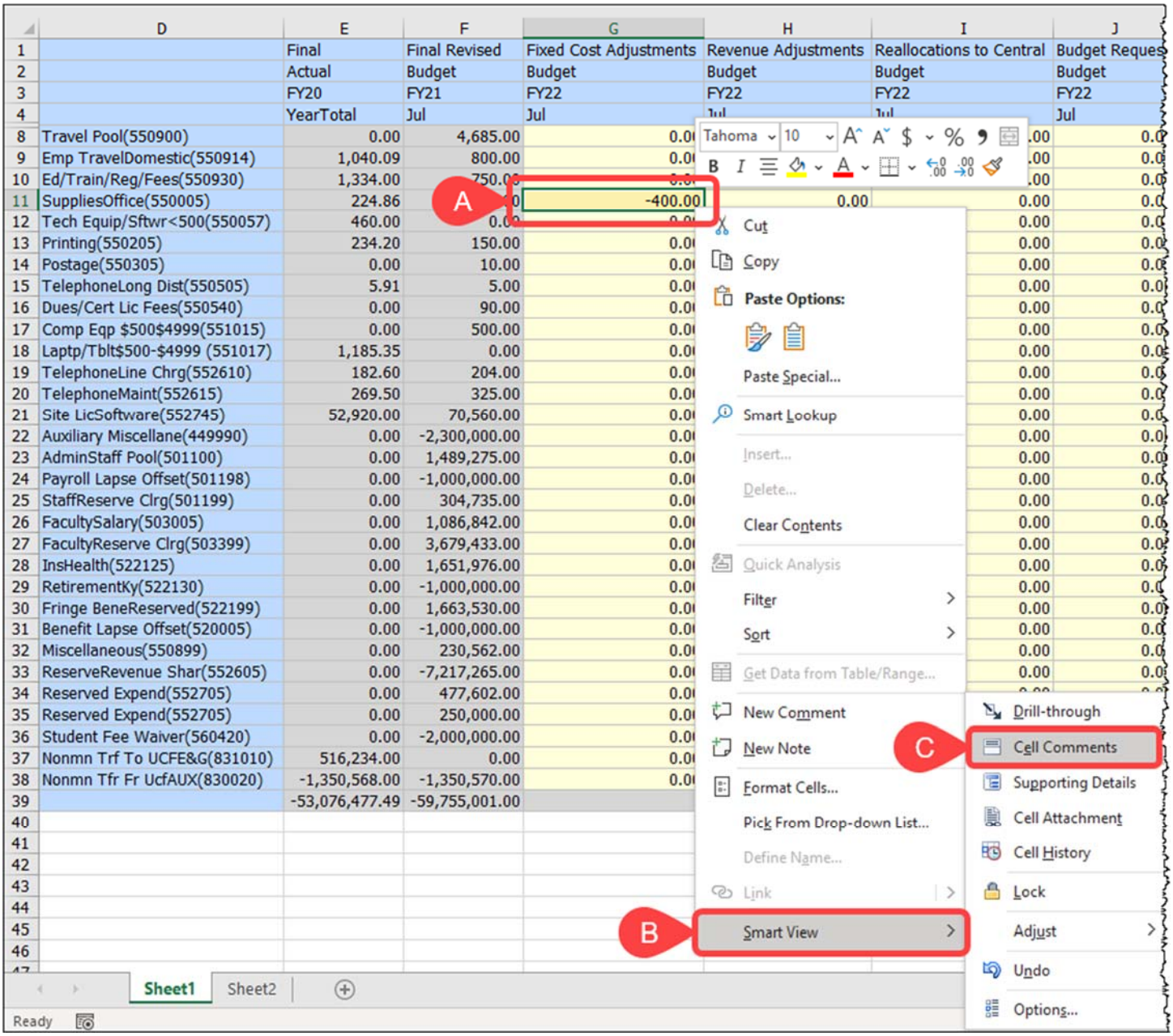
16. Identify the fields for FY21 that are pale yellow (indicates available for entry), that is where you enter the dollar amount of any adjustments listed above.

17. Enter the amount of the adjustment, press [Enter]. The field will change from a pale yellow to a goldenrod yellow denoting that this amount is waiting to be submitted (saved). If you need to remove an amount, instead of deleting it – replace it with a zero.

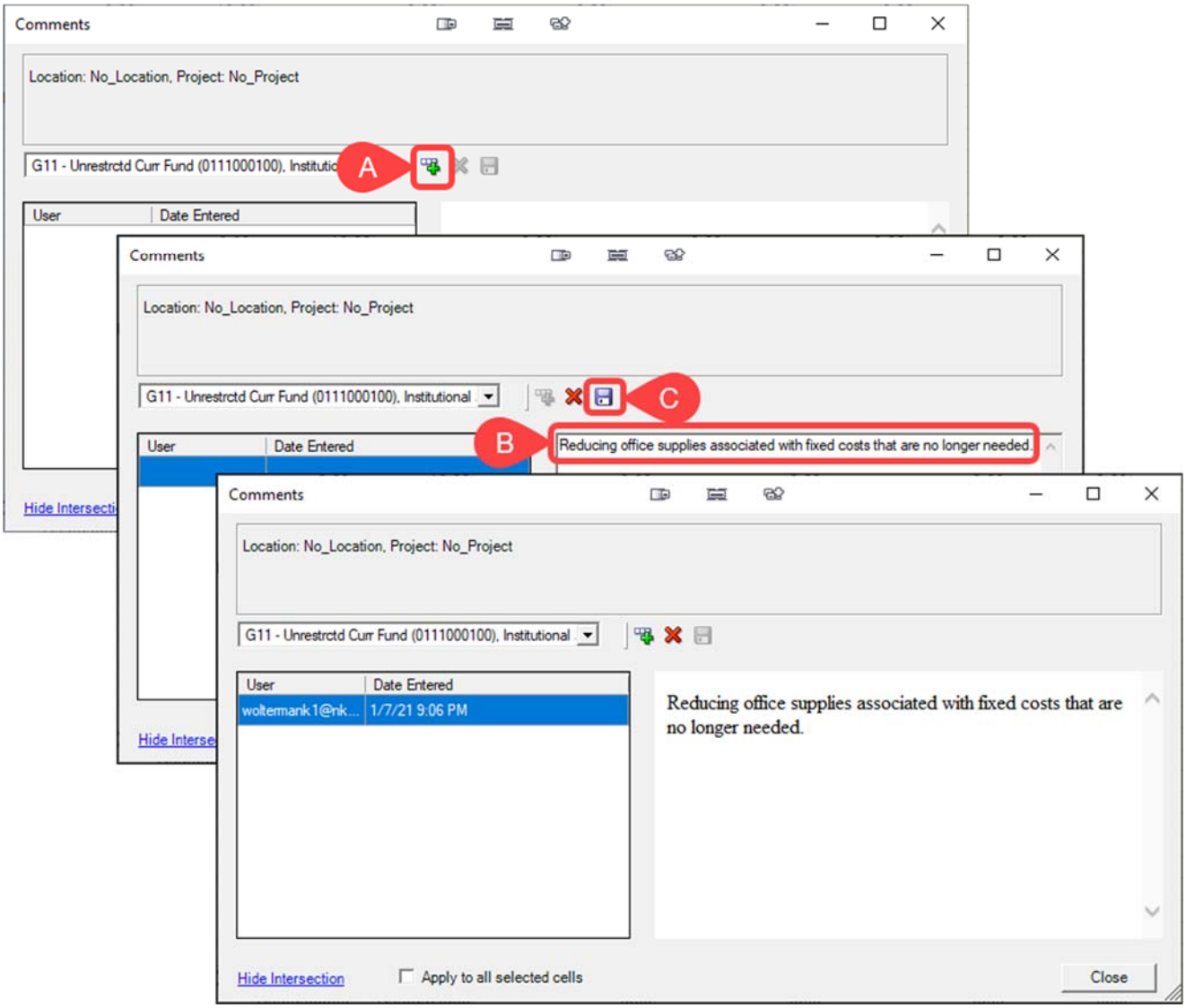


18. Insert a comment with your explanation/justification. Add a comment by <clicking> on the field/cell that contains a new entry, so that it is outlined. While it is still outlined, <right-click>, select "Smart View" at the bottom of the menu, then select "Cell Comments". Alternate method – hover over the field of entry and a menu will appear where you can select comments.

Increases in fixed costs represent one of the largest components of our anticipated increases in mandatory expenses. Please keep this in mind when determining your projections and consider all ways to keep fixed costs to a minimum.



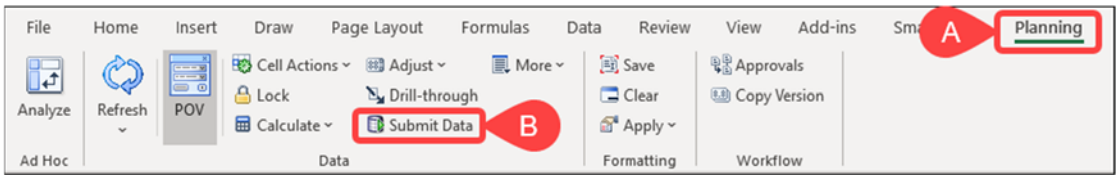
19. To create a comment, select the green + sign, type the comment, <click> the save icon (looks like a disk) and close.



That field/cell should now be outlined with a blue border indicating that a comment is attached.

9	Emp TravelDomestic(550914)	1,040.09	800.00	0.00
10	Ed/Train/Reg/Fees(550930)	1,334.00	750.00	0.00
11	SuppliesOffice(550005)	224.86	800.00	-400.00
12	Tech Equip/Sftwr<500(550057)	460.00	0.00	0.00
13	Printing(550205)	234.20	150.00	0.00
14	Postage(550305)	0.00	10.00	0.00

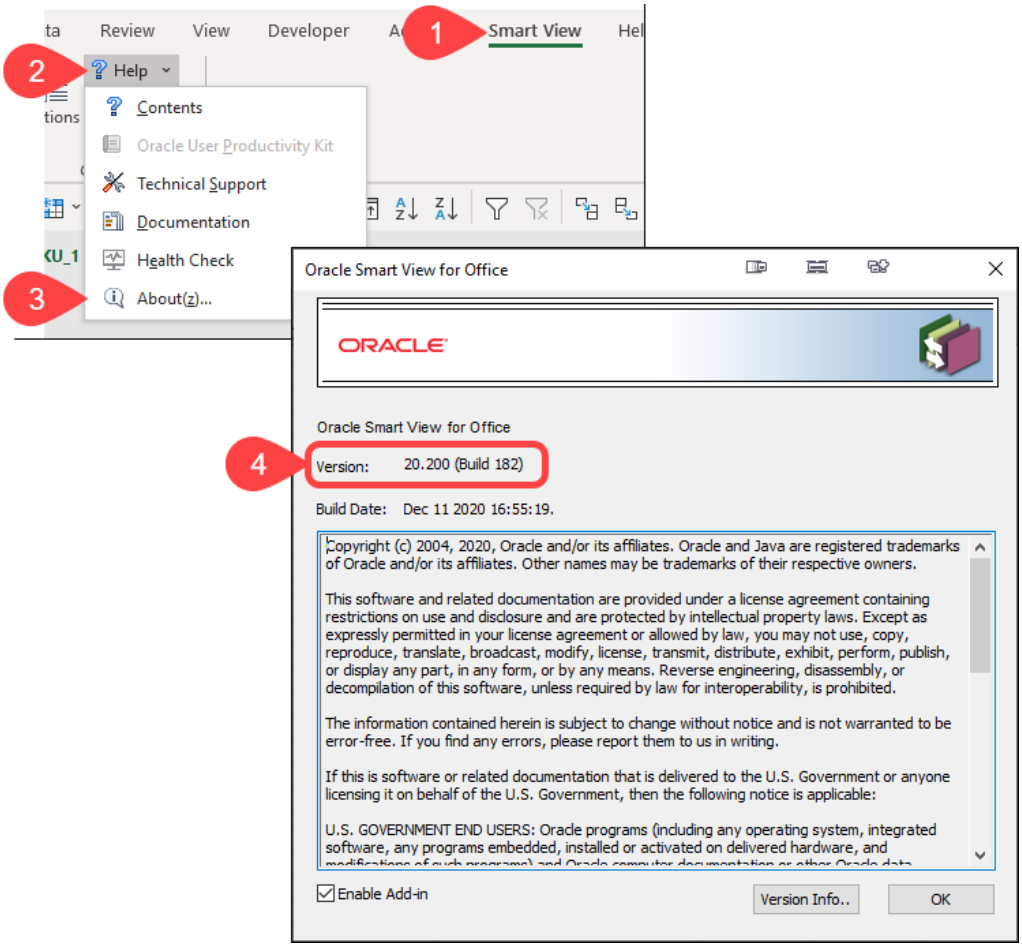
20. Once you completed your update(s), on the "Planning" tab, click "Submit Data". The field will return to a pale yellow, indicating that it is available for additional updates to that field/cell.



Additional Smart View Information

The new version of Smart View (20.200) added functionality for Flex Forms. Users can now more easily freeze rows/columns, add filters, insert rows, and sort.

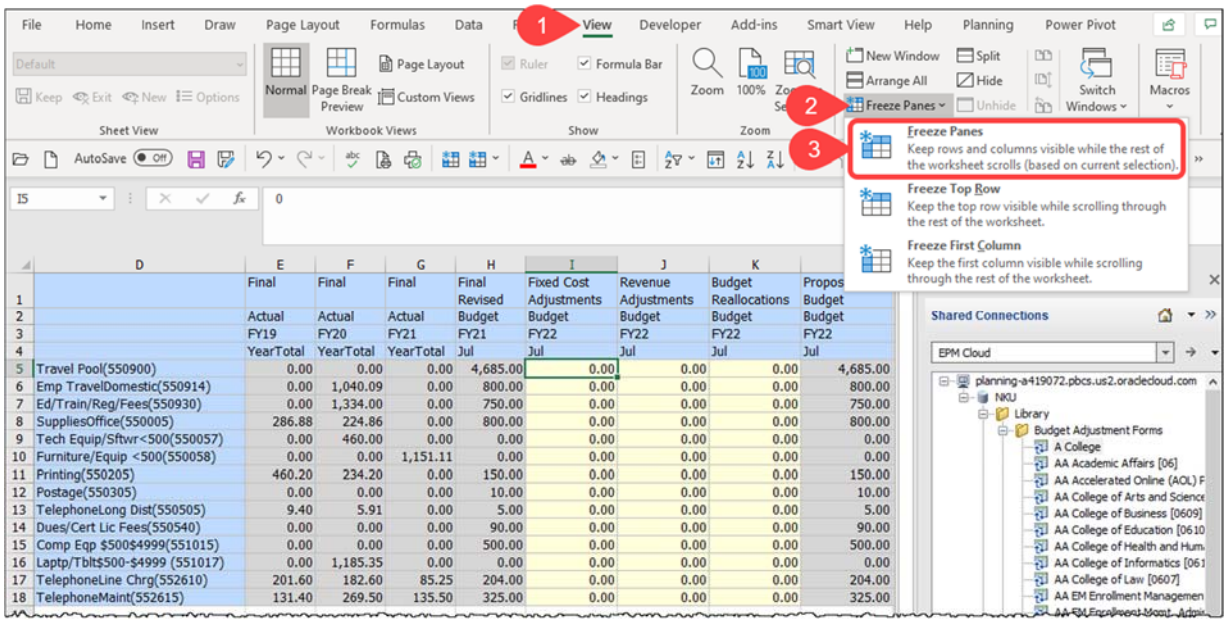
The image to the right shows how you can verify the version of Smart View currently installed on your system.



To install the updated version of Smart View go to the Forms/Instructions page on the Budget Office website. Then select "NKU Smart View Software Installation Work Aid" which will walk you through installing the Smart View software step-by-step.

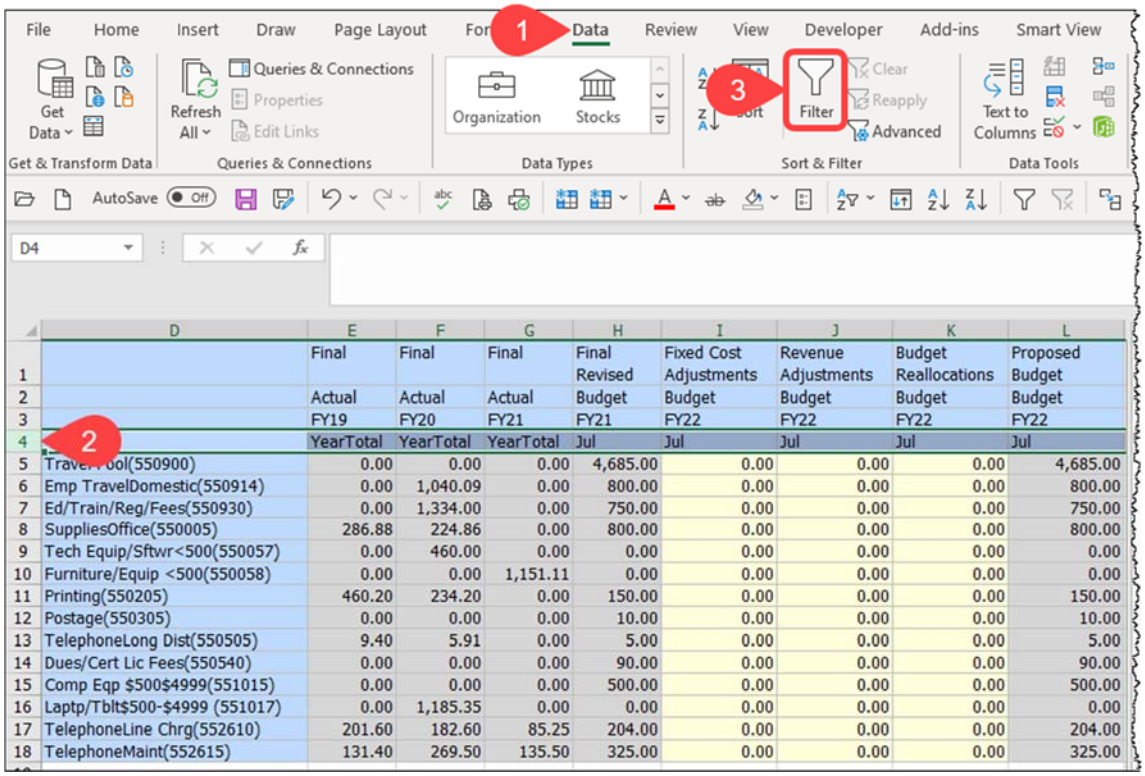
To FREEZE Rows/Columns to Retain Helpful Labels

First, select the cell that represents the intersection you want to freeze (I5 in the example below). Then navigate to *View>Freeze Panes>Freeze Panes* (see example below):



To ADD Filters to a Form

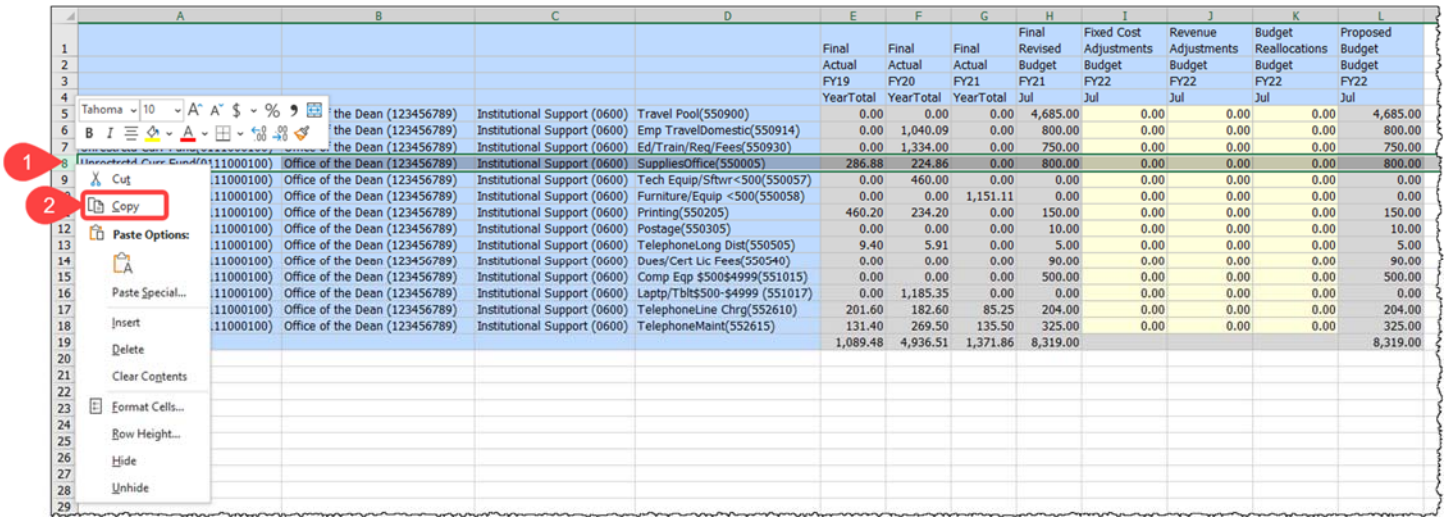
First, select the Row that is immediately above the data section (Row 4 in example below) then navigate to *Data>Filter* and <click> on the "Filter" button. You will now see filter drop-down arrows that can be used to reduce the # rows displayed:



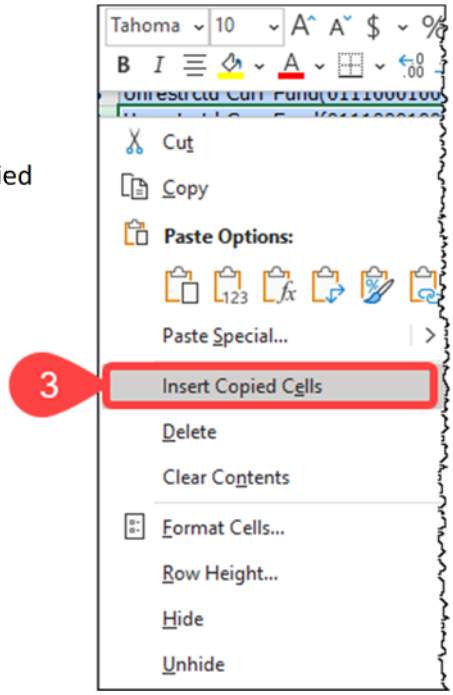
Adding a Row for New Budget Line (Commitment Item)

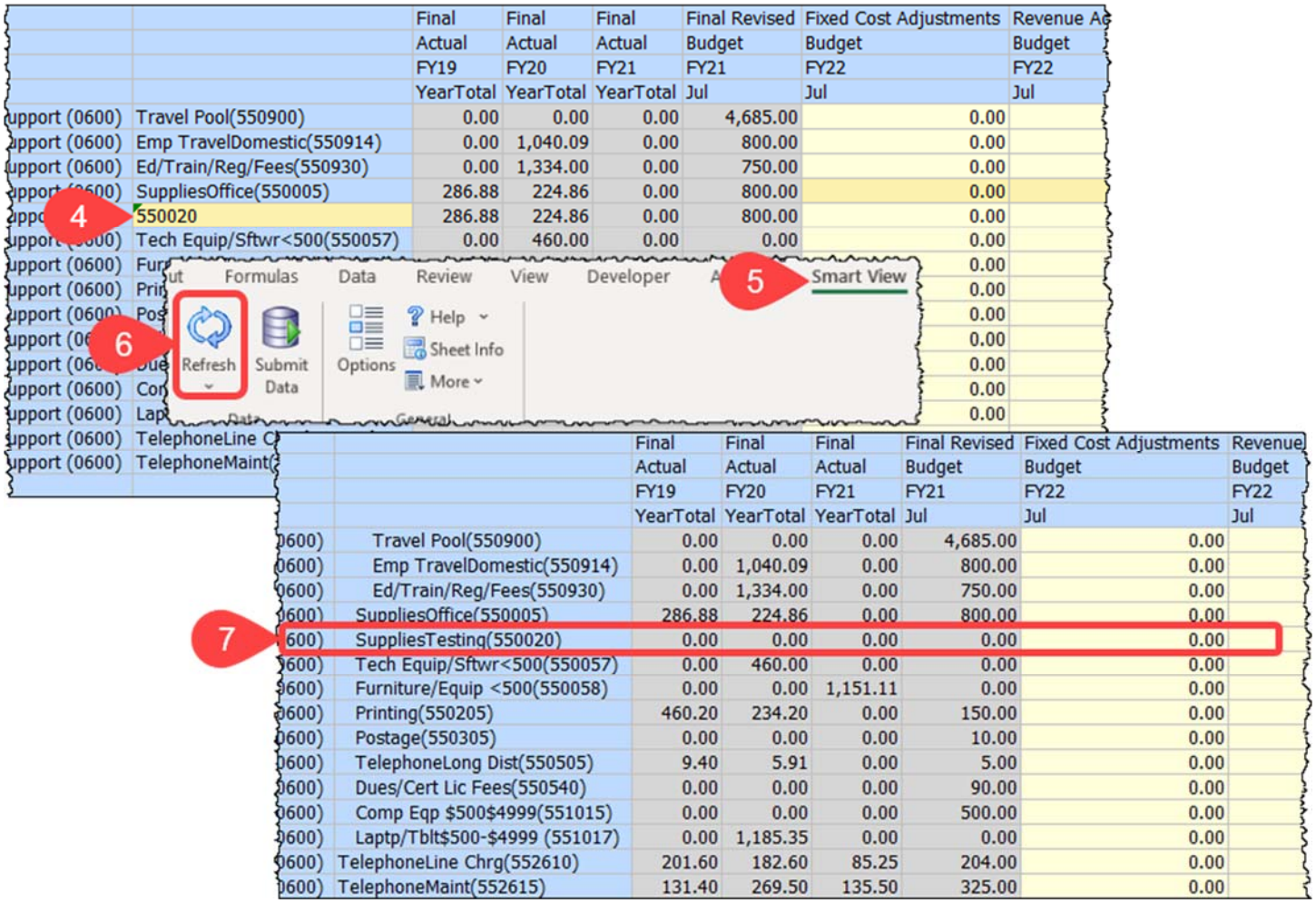
To add a line for a new Commitment Item:

1. <right-click> the row you want to copy.
2. <click> on "Copy".



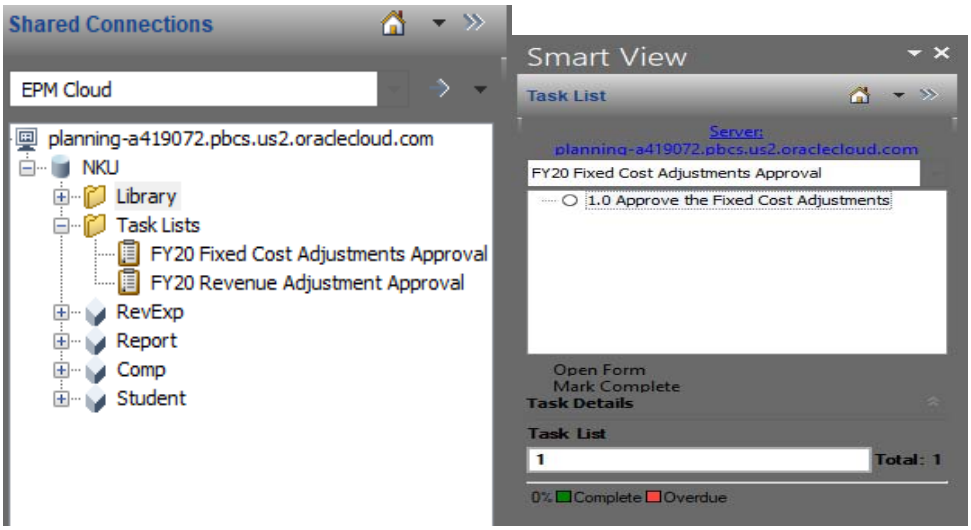
3. Repeat Step 1 by <right-clicking> the row then select or <click> “Insert Copied Cells”. You should now see an identical row.
4. In one of the cells enter the desired Commitment Item number.
5. <Click> on the “Smart View” ribbon.
6. <Click> on the “Refresh” button.
7. The line will now show the new Commitment Item and is ready for data entry.





		Final Actual FY19 YearTotal	Final Actual FY20 YearTotal	Final Actual FY21 YearTotal	Final Revised Budget FY21 Jul	Fixed Cost Adjustments Budget FY22 Jul	Revenue Budget FY22 Jul
upport (0600)	Travel Pool(550900)	0.00	0.00	0.00	4,685.00	0.00	
upport (0600)	Emp TravelDomestic(550914)	0.00	1,040.09	0.00	800.00	0.00	
upport (0600)	Ed/Train/Reg/Fees(550930)	0.00	1,334.00	0.00	750.00	0.00	
upport (0600)	SuppliesOffice(550005)	286.88	224.86	0.00	800.00	0.00	
upport (0600)	550020	286.88	224.86	0.00	800.00	0.00	
upport (0600)	Tech Equip/Sftwr<500(550057)	0.00	460.00	0.00	0.00	0.00	
upport (0600)	Fur					0.00	
upport (0600)	Prin					0.00	
upport (0600)	Pos					0.00	
upport (06						0.00	
upport (06	Due					0.00	
upport (0600)	Con					0.00	
upport (0600)	Lap					0.00	
upport (0600)	TelephoneLine C						
upport (0600)	TelephoneMaint(						

		Final Actual FY19 YearTotal	Final Actual FY20 YearTotal	Final Actual FY21 YearTotal	Final Revised Budget FY21 Jul	Fixed Cost Adjustments Budget FY22 Jul	Revenue Budget FY22 Jul
0600)	Travel Pool(550900)	0.00	0.00	0.00	4,685.00	0.00	
0600)	Emp TravelDomestic(550914)	0.00	1,040.09	0.00	800.00	0.00	
0600)	Ed/Train/Reg/Fees(550930)	0.00	1,334.00	0.00	750.00	0.00	
0600)	SuppliesOffice(550005)	286.88	224.86	0.00	800.00	0.00	
600)	SuppliesTesting(550020)	0.00	0.00	0.00	0.00	0.00	
0600)	Tech Equip/Sftwr<500(550057)	0.00	460.00	0.00	0.00	0.00	
0600)	Furniture/Equip <500(550058)	0.00	0.00	1,151.11	0.00	0.00	
0600)	Printing(550205)	460.20	234.20	0.00	150.00	0.00	
0600)	Postage(550305)	0.00	0.00	0.00	10.00	0.00	
0600)	TelephoneLong Dist(550505)	9.40	5.91	0.00	5.00	0.00	
0600)	Dues/Cert Lic Fees(550540)	0.00	0.00	0.00	90.00	0.00	
0600)	Comp Eqp $500$4999(551015)	0.00	0.00	0.00	500.00	0.00	
0600)	Laptp/Tblt$500-$4999 (551017)	0.00	1,185.35	0.00	0.00	0.00	
0600)	TelephoneLine Chrg(552610)	201.60	182.60	85.25	204.00	0.00	
0600)	TelephoneMaint(552615)	131.40	269.50	135.50	325.00	0.00	

Procedures to APPROVE Data Input into Smart View

1. Open Excel, click on the "Smart View" tab.
2. <Click> on "Panel" located near the far left-hand corner.
3. <Click> "Shared Connections" located near the far right-hand corner.
4. <Click> on Company Sign in box (depending on configuration this may not appear).
5. Enter your NKU username and password.
6. <Click> the "Sign In" button.
7. Select the drop-down menu next to the field that says, "Select Server to proceed".
8. Choose the EMP Cloud option.
9. Click on the + next to "planning-a419072.pbcs.us2.oraclecloud.com".
10. Click on the + next to NKU (reference screen shot below)
11. Click on the + next to Task List (reference screen shot below)
12. Double-click the FY21 Fixed Cost Adjustment Approval task, this will open the report. If all looks correct, have the **appropriate VP or Dean** click the words, "Mark Complete". The task will have a strike-through denoting the task is completed. *If changes are needed, the Budget Officer will make them in the Budget Adjustment Form which will feed over to the read-only Approval Form with only the changes.*
13. Double-click the FY21 Revenue Adjustment Approval task, this will open the report. If all looks correct, click the words, "Mark Complete". The task will have a strike-through denoting the task is completed. *If changes are needed, the Budget Officer will make them in the Budget Adjustment Form which will feed over to the read-only Approval Form with only the changes.*